[Notarized Authorization Letter Sample for DFA Authentication](http://lifehacksmanila.blogspot.com/2016/06/notarized-authorization-letter-sample.html)

                 Recently, I needed to deal with government agencies due to the sudden passing of my father. One of the agencies I transacted with was the Department of Foreign Affairs. I needed to submit authenticated documents to claim for foreign insurance.

                 At first, I went there bringing only authorization letters and identification cards. However according to them, they did not accept simple authorization letter anymore. They are now requiring every representative to present a notarized special power of attorney before one can authenticate other people's documents. That is why I am posting below a sample SPA.

**SPECIAL POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:**

I, (NAME OF THE OWNER OF THE DOCUMENT), Filipino citizen, of legal age, with residence and postal address at (HIS OR HER RESIDENCE), after having been duly sworn to in accordance with law, do hereby name, appoint and constitute, (NAME OF AUTHORIZED REPRESENTATIVE), Filipino citizen, of legal age, with residence and postal address at (HIS OR HER RESIDENCE), to be my true and lawful ATTORNEY-IN-FACT, for me and in my name, place and stead, to do and perform the following acts and deeds:

            1. To represent me for and in my behalf in processing the authentication of all documents including                   (DOCUMENTS TO BE AUTHENTICATED SUCH AS BIRTH CERTIFICATE, DIPLOMA                 ETC), with the Department of Foreign Affairs, for the purpose of (STATE THE PURPOSE LIKE               CLAIMING OF BENEFITS OR FOR WORK REQUIREMENTS);

             2. To represent, execute, pay the fees required, sign any and all document(s) and paper(s) as well                    as claim/receive for and in my behalf said document(s) from the Department of Foreign Affairs, as                  well as to do any and all acts in order to accomplish the aforestated acts and deeds.

          GIVING AND GRANTING unto the said ATTORNEY-IN-FACT full power and authority to do and perform all and every act and deed whatsoever requisite and necessary to be done in and about the premises, as fully as to all intents and purposes as I may could lawfully do if personally present with all the power of substitution or revocation and hereby RATIFYING and CONFIRMING all that my ATTORNEY-IN-FACT or his substitute can lawfully do or cause to be done by virtue thereof.  
  
 IN WITNESS WHEREOF, I have hereunto affixed my signature this \_\_\_ day of \_\_\_\_\_, 2016, at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  
  
(Signature of the Representative)                                                (Signature of the Owner)  
 Attorney-in-Fact                                                                        Principal  
  
  
 Signed in the presence of:  
 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_                                        \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 

**A C K N O W L E D G M E N T**

 Republic of the Philippines)  
Province/ City of\_\_\_\_\_\_\_\_\_) SS.  
  
  
BEFORE ME, a Notary Public in and for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Province of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, this \_\_\_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 20\_\_\_\_\_\_, personally appeared:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | CTC No. | Date and Place of Issuance | Competent Evidence of Identity | Issuing Authority and Date of Expiration |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 known to me and known to be the same person who executed the foregoing special power of attorney and acknowledged to me that the same is their own free act and voluntary deed.  
  
                  This instrument consisting of two (2) pages which relates to a Special Power of Attorney of (OWNER OF THE DOCUMENT) in favor of (NAME OF REPRESENTATIVE) has been signed by the parties and witnesses on each and every page thereof.  
  
  
  
Doc. No. \_\_\_\_\_\_\_\_;  
Book No. \_\_\_\_\_\_\_\_;  
Page No. \_\_\_\_\_\_\_\_;  
Series of : \_\_\_\_\_\_\_\_.